



CITY OF WINCHESTER, VIRGINIA

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782

SITEPLAN CHECKLIST

(revised March 2006)

NOTE: A completed Checklist is required for all site plans submitted to the City's Planning Department.

This is a generalized list of requirements extracted from the Zoning Ordinance. Not all requirements may be applicable to every application. Additional requirements may apply to specific types of development or changes of use. Consult a current copy of the Zoning Ordinance.

BACKGROUND INFORMATION:

Site Plan Title _____

Location _____

Zoning District: _____ Historic District -- BAR Case # _____
Corner Lot (Y/N)...: _____ Minimum Lot Area ...: _____
Minimum Lot Width ..: _____

Required Setbacks

Front: _____ Side: _____
Corner side: _____ Rear: _____

Height Limit: _____

Grandfathering claimed _____

Any existing Ordinance violations _____

Any waivers requested _____

SITE PLAN SPECIFICATIONS (19-3 & 19-4)

YES NO N/A

____ Scale (19-4-2)
____ Scale not less than 1:50 (19-3-1)
____ 24"x36" sheet size (19-3-2)
____ Match lines provided for plans on more than one sheet (19-3-3)
____ Horizontal dimensions in feet and decimals of feet to the closest 1/100th of a foot (19-3-4)
____ Project title (19-4-1)
____ Developer's name (19-4-1)
____ Certified by licensed surveyor, architect or professional engineer licensed to practice in the Commonwealth of Virginia (within limits of license) (19-4)
____ Director of Planning signature block in lower right hand corner (19-4-1)
____ Northpoint (19-4-2)
____ Date and revision dates (19-4-2)
____ Vicinity map (19-4-2)
____ Existing zoning and district boundaries (19-4-3)
____ Adjoining property zoning, current use and owner information (19-4-4)
____ Boundaries of property involved by bearings and distances certified by a land surveyor licensed to practice in the Commonwealth of Virginia (19-4-5)

EXISTING FEATURES (18-13 & 19-4)

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YES NO N/A

____ Property lines (19-4-6)
 ____ Streets (19-4-6)
 ____ Buildings (19-4-6) (show what is to be demolished/retained)
 ____ Watercourses, waterways, lakes, (19-4-6)
 ____ Other physical features in or adjoining the project (19-4-6)
 ____ Topography with contour interval of two (2) feet or less (19-4-7)
 ____ Location of all trees with a caliper of 6 inches or greater (19-4-12)
 ____ Location, size, and type of all trees in right of way and adjacent to project (19-4-12)
 ____ Flood Plain Boundaries
 ____ Drainage patterns shown (18-13-1)

UTILITY LOCATIONS AND EASEMENTS (19-4-8)

____ Sanitary sewers (19-4-8)
 ____ Storm Sewers (19-4-8)
 ____ Gas lines (19-4-8)
 ____ Water mains (19-4-8)
 ____ Culverts (19-4-8)
 ____ Other underground structures in or effecting the project (19-4-8)
 ____ Easements (19-4-8)

PROPOSED FACILITY LOCATIONS, IMPROVEMENTS, AND STANDARDS (18-13, 19-4 & 19-5)

UTILITY LOCATIONS AND EASEMENTS (19-4-8)

____ Sanitary sewers (19-4-8) (see Public Utilities Standards and Specifications)
 ____ Storm Sewers (19-4-8)
 ____ Gas lines (19-4-8)
 ____ Water mains (19-4-8) (see Public Utilities Standards and Specifications)
 ____ Culverts (19-4-8)
 ____ Other underground structures in or effecting the project (19-4-8)
 ____ Easements (19-5-4)
 ~ Minimum width 20 feet (19-5-4)
 ~ Edge of easement 5 feet clear of outside pipes (19-5-4)
 ~ Easement 5 feet from any buildings (19-5-4)

STORM WATER MANAGEMENT

____ Drainage patterns shown (18-13-1)
 ____ Storm water handling provisions and schedule
 ~ Ditches (19-4-16)
 • Location (19-4-16)
 • Size (19-4-16)
 • Type (19-4-16)
 • Grade (19-4-16)
 • Connection to existing drainage system (19-4-16)
 ~ Catch basins & Inlets (19-4-16)
 • Location (19-4-16)
 • Size (19-4-16)
 • Type (19-4-16)
 • Elevations: Rim, Invert In, Invert Out (19-4-16)
 ~ Pipes (19-4-16)
 • Location (19-4-16)
 • Size (19-4-16)
 • Type (19-4-16)
 • Slope (19-4-16)
 • Connection to existing drainage system (19-4-16)

STREETS (18-6, 19-4 & 19-5)

YES NO N/A

____ Location, type and size of ingress and egress to site (19-4-9)

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_____	Street and highway construction standards and geometric design standards in accordance with Subdivision Ordinance (19-5-1)
_____	Cul-de-sac designed in accordance with Subdivision Ordinance 19-5-3)
_____	~ Length (19-5-3)
_____	~ Radius (19-5-3)
_____	Location, dimensions and character of construction of proposed public and/or private streets (19-4-9)
_____	Location, dimensions and character of construction of proposed alleys (19-4-9)
_____	Location, dimensions and character of construction of proposed driveways (19-4-9)
_____	For proposed intersections with existing streets, both edges of existing pavement surface of curb and gutter shown for 50 feet or the length of connections whichever is greater (19-4-10)
_____	Driveway spacing standards met (18-6-3.6a and 18-6-3.6b)
_____	Traffic control sign locations (19-4-20)
_____	Pavement markings
_____	Disabled ramps installed per VDOT standards for right of way or ADAAG 4.7
_____	~ Detectable warning surface for ADAAG Ramps (ADAAG 4.29)

OFF-STREET PARKING, LOADING AND WALKWAYS (18-6, 19-4 & 19-5)

YES NO N/A

_____	Location (19-4-11)
_____	Surfacing- 2" Bituminous concrete or better (18-6-3.5 & 19-4-11)
_____	Continuous curbing- provide detail and dimension curb lengths and radii (18-6-2.3)
_____	Driveway width (19-4-11)
_____	Off-street loading required/provided (18-6-7)
_____	Loading spaces 10'x25'x15' height (18-6-2.2)
_____	Shopping Cart corral locations depicted and accounted for in parking calculations
_____	Fire Lanes and markings
_____	Fire Equipment access and turning radii

OFF-STREET PARKING

_____	Parking not located within 5' of rear or side property lines if adjacent zoning is non-residential, and not within 15' of rear or side property lines if adjacent zoning is residential (18-6-3.2)
_____	Schedule of required versus provided spaces itemized by use group (18-6-5.1 & 19-4-11)
_____	Disabled parking (ADAAG 4.1.2, A4.6)
_____	~ Van accessible parking space (ADAAG 4.1.2, A4.6)
_____	~ Accessible route from parking to building (ADAAG 4.1.2, A4.6)
_____	Angle of stalls (19-4-11)
_____	Width of aisles (19-4-11 & 18-6-2.4)
_____	Parking spaces 9'x18' (except disabled) (18-6-2.4)
_____	Parking delineated by striping/wheel blocks (18-6-3.4)
_____	Head to head parking w/o at least a 4' wide curbed median requires 20' deep stalls (18-6-2.4)
_____	9' curbed landscaped area at end of rows (19-5-6.4c)
_____	10' wide curbed median every 6th row (19-5-6.4c)
_____	3' separation from any site feature more than 6" above or below parking lot pavement elevation (18-6-2.3)
_____	~ Detail of 3-foot separation provided on plan- <i>detail available from Planning Dept</i> (19-4-22)
_____	Standing spaces 9'x18' (18-6-2.6)
_____	Standing space schedule required versus provided (18-6-8.1)

SIDEWALKS AND PEDESTRIAN WALKWAYS (19-5 & 18-9)

_____	Safe and convenient access within the site (19-5-5 & 18-9-2.4)
_____	ADA Accessible route (bldg entry to street) with ramp slopes and spot elevations of landings shown
_____	Disabled ramps installed per VDOT standards for right of way or ADAAG 4.7
_____	Detectable warning surface for ADAAG Ramps and hazardous vehicular travel areas (ADAAG 4.29)

PROPOSED BUILDINGS AND STRUCTURES (19-8, 18-9, 18-10, 18-12, 18-21 & 19-4)

YES NO N/A

MAIN

_____	Location tied down to property boundaries (19-4-14)
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_____ Number of stories including mezzanines (19-4-14)
 _____ Height- also height and clearance of canopies, porte-cocheres, porches (19-4-14)
 _____ Dimensions- also dotted line annotating of overhangs (19-4-14)
 _____ Use annotated by gross floor area including basements (19-4-14)
 _____ Number, size and type of dwelling units specified (19-4-14)
 _____ ~ RB-1 District, Minimum average floor area per-unit is 450 sqft, with the absolute minimum of 400 sqft. (7-3-1.2)
 _____ ~ B-1 District, Minimum average floor area per-unit is 425 sqft, with the absolute minimum of 350 sqft. (9-3-1)
 _____ Finished floor elevations (19-4-14)
 _____ Street addresses-consult *Planning Department for new addresses* (19-4-14)
 _____ Constructed before accessory structures (18-10-7)

ACCESSORY

_____ Not located in front or side yard (18-10-1)
 _____ Not more than 30% of rear yard (18-10-6)
 _____ Location tied down to property boundaries (19-4-14)
 _____ Height (18-10-2 & 19-4-14)
 _____ Dimensions (19-4-14)

SOLID WASTE RECEPTACLES (19-4-15)

_____ Location - unobstructed access for pickup (19-4-15)
 _____ Detail of concrete pad and enclosure; Pad should extend 10'x10' in front of the receptacle (19-4-15)
 _____ Screening equal or higher than receptacle (19-4-15)
 _____ Landscaping around perimeter of receptacle (19-4-15)
 _____ Opaque gates if visible from public or private street or alley (19-4-15)

SIGNS (19-4-20 & 18-8)

_____ Location- 5' separation from right-of-way line for freestanding signs in certain districts (19-4-20 & 18-8)
 _____ Character- if illuminated, show underground electric service connection (19-4-20)
 _____ Size (19-4-20)
 _____ Height (19-4-20)
 _____ Orientation (19-4-20)

OTHER

_____ Retaining Walls (18-9-2.7, 18-10, 19-4-13.)
 _____ ~ Location (19-4-13)
 _____ ~ Height (19-4-13)
 _____ ~ Type and material (19-4-13)
 _____ Proposed finished grades by contour and spot elevations (19-4-18)
 _____ Total Project Area calculation provided. (18-21-1)
 _____ Visual obstructions at corners (18-12-1)
 _____ Streams preserved in natural condition (19-5-7)

LANDSCAPING AND OPEN SPACE (18-20, 19-4 & 19-5)

YES NO N/A

_____ Location and dimensions of proposed recreation, open space, and required amenities and improvements (19-4-21)
 _____ Open space (19-5-6.1)
 _____ ~ 15% for non-residential site plan (19-5-6.1)
 _____ ~ 30% for residential site plan in historic district (19-5-6.1)
 _____ ~ 45% for residential site plan not in historic district (19-5-6.1)
 _____ • 20% of the required open space available for active recreation for multifamily residential (19-5-6.4g)
 _____ Board of Architectural Review action on waiver of open space requested in historic district (19-5-6.3)

YES NO N/A

_____ Landscape plan clearly shows all landscape, buffering, and recreational areas (19-5-6.4h)
 _____ Landscape schedule (table) clearly shows quantity, type and size of all landscape material (19-5-6.4h)
 _____ Landscaped area 10 ft wide adjacent to existing or future public right of way or private street (19-5-6.4a)
 _____ Waiver for 4 foot strip for B-1 district requested? (19-5-6.4a)
 _____ Landscaping details of all buildings and grounds (19-4-13)
 _____ Foundation plantings- upright landscaping in area minimum of 3' deep between parking and building (19-5-6.4i)

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____ Irrigation system details- at least show hose bib locations (19-4-8)
____ All landscaped area covered with living ground cover. (19-5-6.4f)

SCREENING REQUIREMENTS (18-20 & 19-4-13)

____ Location (19-4-13)
____ Height (19-4-13)
____ Type and material (19-4-13)
____ Parking lot screening provided (19-5-6.4d)
____ Raised (36 inch minimum) landscaped berm required (19-5-6.4b)
____ Opaque screening along property lines to less intensive zoning district. (19-5-6.4d)
____ ~ 6 foot high fence or, (19-5-6.4d)
____ ~ Double row of evergreens 5 feet high, staggered rows, ten feet apart (19-5-6.4d)
____ Outdoor storage/display screening provided (18-20)
____ ~ Exemption for motor vehicles, nursery plant stock, agric'l/constr'n equip't sales/rental (18-20)

TREE REQUIREMENTS

____ Trees 6 inch caliper or larger preserved (19-5-7)
____ Ornamental trees preserved (19-5-7)
____ Trees within required setbacks preserved (19-5-7)
____ Designation of trees to remain or be removed (19-4-12 & 19-5-7)
____ New trees meet large deciduous shade tree standard preferably from adopted Tree Commission list (19-5-6.4h)
____ Tree planting detail provided on plan- *preferred detail available from Planning Dept* (19-4-22)
____ 1 tree per 35 feet of public right of way or private street frontage (19-5-6.4a & 19-5-6.4h)
____ 1 tree per 2000 square feet of paved surface parking area (19-5-6.4c & 19-5-6.4h)
____ 1 tree per 35 feet of property line (within 10 feet of property line) if maximum structure height is greater than height permitted in adjacent zoning district (19-5-6.4e)
____ Trees planted are 2 inch caliper at 6 inches above grade. (19-5-6.4h)
____ Spaced minimum of 20 feet apart (19-5-6.4h)

MAINTENANCE OF LANDSCAPING (provide notes included on plan to address next five items)

____ All landscaped area shall be maintained in good condition by owner. (19-5-6.4j)
____ Reasonable provisions for protection from vehicles, pedestrians, shopping carts. (19-5-6.4j)
____ Dead or dying vegetation shall be replaced at direction of Administrator. (19-5-6.4j)
____ Replacement shrub size consistent with that expected for species and time since installation. (19-5-6.4j)
____ Replacement trees at 0.5" caliper above 2" for every year since installation up to 5" caliper. (19-5-6.4j)

OUTDOOR LIGHTING (18-6, 19-4 & 19-5)

YES NO N/A

____ Lighting plan shown (19-4-13 & 19-5-8)
____ ~ Location, including underground wires and meters (19-4-13)
____ ~ Height (19-4-13)
____ ~ Character (19-4-13)
____ Lighting sufficient to provide security and enhance personal safety (19-5-8)
____ Lighting arranged and hooded to confine direct rays entirely within site (19-5-8)
____ Uniformity of parking lot lighting doesn't exceed ratio of 4:1 (19-5-8.1)
____ Illumination schematic depicts minimum average vertical & horizontal footcandle levels (19-5-8.1)
____ Lighting not create a nuisance (18-16)

FENCES (18-9-2.7, 19-4-13)

YES NO N/A

____ Location (19-4-13)
____ Height (18-9-2.7, 19-4-13)
____ Type, construction details, and material (19-4-13)

DOCUMENTS

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_____	Erosion and Sedimentation Control Report and Narrative (19-4-17)
_____	Water System Report
_____	Sewer System Report
_____	Storm Water Management Report
_____	Flood plain and flood way studies (19-4-19)
_____	Traffic impact analysis required (19-5-1)
_____	Deeds of Dedication
_____	Homeowner Association documents for maintenance of open space and private streets
_____	Proportional Improvements Worksheet included for expansion or conversion of existing development.
_____	Plats (ALL PLATS MUST BE RECORDED BEFORE A SITE PLAN CAN BE APPROVED)

OTHER

YES NO N/A

_____	Superimposed photoreductions of City Council (e.g. C.U.P.) or BZA (e.g. variance) approval letters, if any
_____	All Planning Commission waivers annotated on plans
_____	Provisions for wastewater pretreatment (19-4-23)
_____	Board of Architectural Review approval of Historic District Site Plan completed? (14, 19-5-6.3)
_____	All development out of right-of-way (18-15)
_____	Footing Survey required? (19-10-3)
_____	Existing Fire Hydrant location (see Utility Department Standards)
_____	Proposed Fire Hydrant location (see Utility Department Standards)
_____	Fire Lane Sign Location
_____	Electronic Version of Approved Site Plan

**REMEMBER TO INCLUDE THIS COMPLETED CHECKLIST WITH YOUR PLANS,
IT IS REQUIRED AS PART OF THE APPLICATION.**
